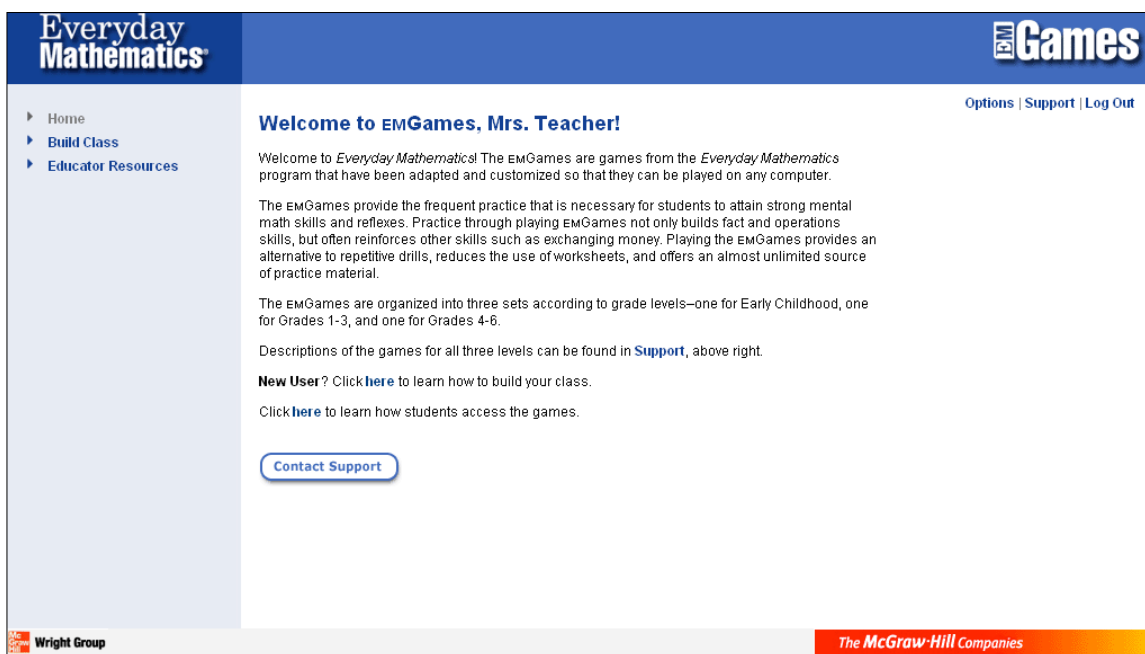


Building Your Class

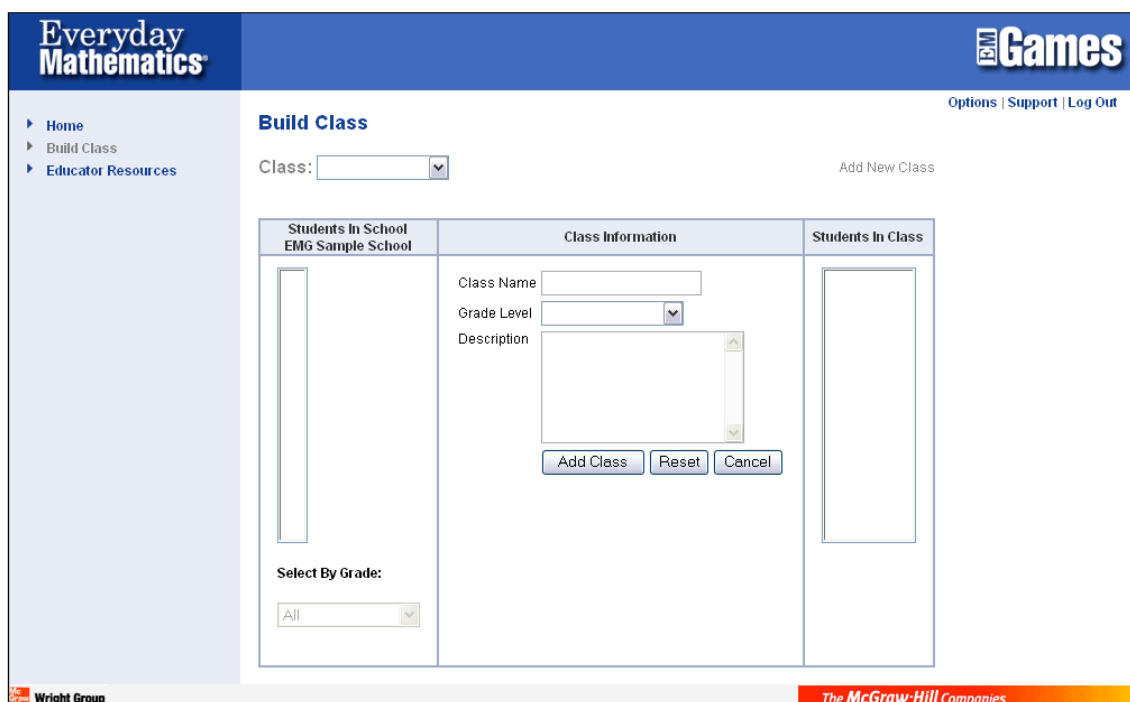
To build a Class List:

In order for your students to be able to play **EM Games Online**, you must create an account for them. You will do this by creating a class list on the **Build Class** page of your **EM Games** account. You will type their information, one student at a time, into the **Student Information** fields and then add them to your class list.

- 1) Log in to your Teacher account at <http://www.emgames.com>



- 2) From your **EM Games** Home page, click **Build Class**.

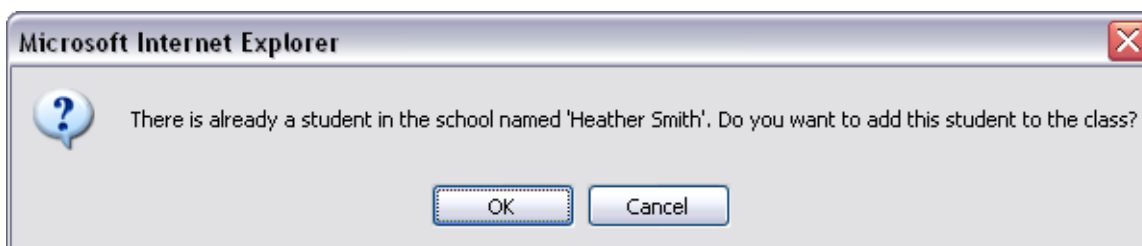


- 3) Type a name for your class in the **Class Name** box then select the grade level of the class from the **Grade Level** dropdown menu. A **Description** is optional.
- 4) Click the gray **Add Class** button (underneath the **Description** box). The middle section of the window will change from **Class Information** to **Student Information** and you will see the name of your new class displayed in the **Class** dropdown menu.
- 5) Type the **required** information for each of your students in the **Student Information** fields:
 - a) **First Name** and **Last Name** are required. Middle initial is optional for differentiating between students with the same first and last names.
 - b) Select the student's grade level from the **Grade Level** dropdown menu.

- c) OPTIONAL: To assist you in your efforts to meet the *Adequate Yearly Progress* requirements of the *No Child Left Behind* legislation, we have added several optional fields to the **Student Information** section. Each of these fields is intended for the sole use of the school or district so that *Everyday Math* Student data can be imported into Student Information systems and disaggregated for Adequate Yearly Progress reports. Please consult with your school or district administrator before entering data into these fields.
 - i) Student ID# – The student's school ID #
 - ii) Race/Ethnicity
 - iii) Gender
 - iv) ELL
 - v) Migrant
 - vi) Special Needs
 - vii) Economically Disadvantaged

- 6) After typing the information for each student, click the **Add to Class** button. The student's name moves into your **Students In Class** list.

- 7) If you enter a student name that has been previously entered in the system, a message box appears to warn that you may be adding a duplicate student.



- a) If you choose **Cancel**, you can then modify the student name, or choose the existing student for your class.
- b) If you click **OK**, this new student will be saved in your class.
- 8) Repeat this process until all of your students have been added to your class list.
- 9) When your Class list is complete, click on **Student Passwords** to view and print the 3-character passwords that have been automatically created for each of your students. Your students will need these passwords wherever they log in to the games: via your school's **EM Games Student Login** page, which can be found in the **Options** section of your **EM Games** Home page, or via the At Home Student Login link on the EM Games Home page.

To build a Class List from existing* students (Students In School):

1. You will be selecting your students from the **Students in School** list, which is alphabetized by first name. *This list will consist of students imported into your school list by The Wright Group or students added by you and other teachers in your school. Students with an asterisk are already assigned to another teacher or class and cannot be selected.
2. To shorten the **Students in School** list to one grade level, select a grade level in the **Select By Grade** dropdown menu. Only students in the grade you selected will appear until you select either a different grade or **All**.

The screenshot shows the 'Build Class' interface. On the left is a sidebar with navigation links: Home, Build Class, Student Passwords, Session Length, Class Report, Student Report, Detailed Student Reports, and Educator Resources. The main area is titled 'Build Class' and has a 'Class:' dropdown set to 'Testing'. To the right of this are links: 'Add New Class | Edit Class | Remove Class'. Below the 'Class:' dropdown is a table with three columns: 'Students In School', 'Student Information', and 'Students In Class'. The 'Students In School' column lists: Bill Price, Ken Matsuoka, *Mark Michaels, *Molly Masterson, and Sherry Golden. The 'Student Information' column contains fields for: First Name (Bill), M.I. (empty), Last Name (Price), Grade Level (Grade Level 2), Student ID# (empty), Race/Ethnicity (dropdown), Gender (M/F radio buttons, M is selected), ELL (checkbox), Migrant (checkbox), Special Needs (checkbox), and Econ. Disad. (checkbox). The 'Students In Class' column lists: Bill Regan. Below the table is a 'Select By Grade:' section with a dropdown set to 'Grade Level 2'. At the bottom of the table are three buttons: '< Add to School', 'Add to Class >', and 'Clear'. The footer of the interface includes the Wright Group logo, copyright text 'Copyright © Wright Group/McGraw-Hill.', and 'The McGraw-Hill Companies' logo.

3. From the **Students In School** list, select a student by clicking the student's name. When an available student's name is selected, information related to the student appears in the **Student Information** section in the center of the screen. There are additional fields that may contain information, but you will always see information in the following required fields:
 - Student **First Name**
 - Student **Last Name**
 - Student **Grade Level**
4. To add the selected student to your **Class List**, click the **Add to Class** button. The selected student's name moves to the **Students In Class** list.
5. **IMPORTANT NOTE:** Once you move a student to your class list, you will no longer see that student in the **Students in School** list. Students will only appear in one of the two lists. *Other teachers will see your students* in the **Students In School** list with an asterisk. This indicates that they are already in your class list and cannot be selected again.

To remove or edit students in a Class List:

- Click a student's name in the **Students In Class** list. The selected student's information appears in the **Student Information** fields.

The screenshot shows the 'Build Class' interface. On the left is a sidebar with navigation links: Home, Build Class, Student Passwords, Session Length, Class Report, Student Report, Detailed Student Reports, and Educator Resources. The main area is titled 'Build Class' and includes a 'Class:' dropdown menu set to 'Testing'. Below this are three columns: 'Students In School', 'Student Information', and 'Students In Class'. The 'Students In School' column lists several students with asterisks. The 'Student Information' column contains various input fields for a selected student: First Name (Bill), M.I., Last Name (Regan), Grade Level (Grade Level 2), Student ID#, Race/Ethnicity, Gender (radio buttons for M and F), ELL (checkbox), Migrant (checkbox), and Special Needs (checkbox for Econ. Disad.). The 'Students In Class' column lists three students: Bill Price, Bill Regan, and Ken Matsuoka. An arrow points from the text 'Click the name of the student whose information you want to edit.' to the name 'Bill Regan' in the 'Students In Class' list. At the bottom of the main area are buttons for '< Add to School', 'Add to Class >', and 'Clear'. The footer includes the Wright Group logo, copyright information, and The McGraw-Hill Companies logo.

Click the name of the student whose information you want to edit.

- To edit this student's information, make the changes to the necessary fields and then click the **Add to Class** button. This will place the student back in your **Students In Class** list with the changes saved.
- To remove the student from your class, when the student's information appears in the **Student Information** box, click the **Add to School** button. The student will be removed from the **Students In Class** list and moved into the **Students In School** list.
- To remove an entire class, click **Remove Class**. In this process, all students in the class list will be moved into the **Students In School** list. You will be prompted once before the class is removed.
- To permanently delete a student from your **Students In School** list, or have them moved to another school, please contact EM Games Technology Support at support@emgames.com.

- To **promote** your students at the end of the school year and move them back to the **Students In School** list, click **Options** in the upper right corner of your Teacher account. When the **Options** page opens, click the **Promotion** tab.
- Your class list will be displayed with a check box next to each student's name. To Promote AND Remove students from your class list, click the box next to each student's name to place a check mark, then click **Submit**. If you are going to retain any student, do not place a check mark next to his or her name. All other students will immediately be moved back into the **Students In School** list with their new grade level.

Everyday
Mathematics

EM Games

Options | Support | Log Out

Options: Promotion

Computer Setup

Promotion

Test

Students In Class	Promote
Ali C Caps	<input type="checkbox"/>
Bob B Casper	<input type="checkbox"/>
Bubba Smith	<input type="checkbox"/>
Devin Deletier	<input type="checkbox"/>
Eli Kabonghi	<input type="checkbox"/>
Joe McGumman	<input type="checkbox"/>
Joe Smith	<input type="checkbox"/>
Ken Matsuoka	<input type="checkbox"/>
Linda Case	<input type="checkbox"/>
Regina E Caster	<input type="checkbox"/>
Sander McDonald	<input type="checkbox"/>
Scott Burch	<input type="checkbox"/>
Tino Martine	<input type="checkbox"/>

Submit

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